



**Department of Interior
Office of Aircraft Services
Approved Position Descriptions as of 03/23/2022**

Notes pertaining to the PD listing:

This list must not be used as documentation of PD coverage. A PD is covered as either Primary or Secondary ONLY when an approval certification sheet or letter is signed by either the DOI Special Retirement Designee, or by the Office of Personnel Management. If you have a PD and coverage certification that is not on this list, please notify us. If there are errors in our list please notify us of the error, with supporting documentation. If you do not have a copy of the coverage certification for one of your current PDs, please contact us and we will provide you with a copy.

In many cases, you will see more than one PD with the same position number. In order for the approval to be valid, make sure that the title, series, grade, number, and classification date match what is stated on the DOI Certification of Position Approval.

If a PD is rewritten, or if the major duties, title, series, grade, position number, or classification date change, the old coverage information becomes invalid. The changed PD must be submitted to the FLERT office for a new DOI decision.

Remember, employees in PDs that are NOT covered, and who they think they should be covered, must file an individual claim within 6 months (for FERS) or 1 year (for CSRS) of entering the PD.

Coverage or non-coverage certification must be filed on the RIGHT side (permanent side) of the employee's OPF, in accordance with OPM's CSRS/FERS Handbook, Chapter 46, Section 46A3.2-1(A). If there is no coverage certification for a PD, then the PD is NOT COVERED. (An individual's coverage in a position, based on his/her individual claim, DOES NOT cover his/her PD).

The codes on the PD list have the following meanings: S/A = Secondary Administrative; S/SP = Secondary-Supervisory; P/R= Primary/Rigorous; FF= Firefighter; LEO= Law Enforcement Officer.

If any change is made to a PD, whether it's a standard/benchmark or not, the PD needs to come through the FLERT office for a determination of special retirement coverage. This includes standard PDs with new PD numbers. The PDs must be tracked to ensure that the approval information applies and is valid. FLERT maintains a database of all the PDs within DOI that have been submitted for special retirement coverage.

FF/LEO Training materials are available at: <https://www.doi.gov/flert/> These cover just about everything you want to know about firefighter and law enforcement special retirement. Please share with other SPO's, supervisors and FF/LEO employees. The training is in two sections; one for employees and one for HR specialists, managers and supervisors. Both sections are recommended for personnelists and supervisors of FF/LEOs. FF/LEO employees should view the employee section.

Position Number	Official Title	Organization Title	Pay Plan	Series	Grade	Retirement Plan	Eligibility	Coverage	Approved By
1422	TRAINING SPECIALIST (AVIATION)	INTERAGENCY TRAINING COORDINATOR	GS	1712	11, 12	CSRS-FERS	FF	S/A	USDI
1423	TRAINING SPECIALIST (AVIATION)		GS	1712	11, 12	CSRS-FERS	FF	S/A	USDI
1424	LEAD TRAINING SPECIALIST (AVIAITON)	TRAINING OFFICER	GS	1712	12, 13	CSRS-FERS	FF	S/A	USDI
2415	TRAINING SPECIALIST (AVIATION)		GS	1712	11, 12	CSRS-FERS	FF	S/A	USDI
09-0070	Supervisory Aviation Training Service Manager	Chief, Aviation Training Division	GS	0301	14	CSRS-FERS	FF	S/A	USDI
09-0089/0090	Aviation Program Evaluation Specialist		GS	0301	12, 13	CSRS-FERS	FF	S/A	USDI
0A0115	TRAINING SPECIALIST (AVIATION)		GS	1712	11, 12	CSRS-FERS	FF	S/A	USDI
0B0122	TRAINING SPECIALIST (AVIATION)		GS	1712	11, 12	CSRS-FERS	FF	S/A	USDI

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OP0115	TRAINING SPECIALIST (AVIATION)		GS	1712	11, 12	CSRS-FERS	FF	S/A	USDI
12-0050/12-0051	Training Specialist (Aviation)	Senior Training Specialist	GS	1712	12, 13	CSRS-FERS	FF	S/A	USDI
13-0025/13-0024	Training Specialist (Aviation)		GS	1712	11, 12	CSRS-FERS	FF	S/A	USDI
13-0088/13-0087	Senior Training Specialist		GS	1712	12, 13	CSRS-FERS	FF	S/A	USDI
13-0173	Unmanned Aircraft Systems (UAS) Specialist		GS	0301	13	CSRS-FERS	FF	S/A	USDI
14-0068	Training Specialist (Aviation)		GS	1712	12	CSRS-FERS	FF	S/A	USDI
15-0085/15-0086	Aviation Program Evaluation Specialist		GS	0301	12, 13	CSRS-FERS	FF	S/A	USDI
15-0176/15-0170	Program Manager (Unmanned Aircraft Systems)	Aviation Program Evaluation Specialist	GS	0301	14, 15	CSRS-FERS	FF	S/A	USDI
15-0259/15-0256	Supervisory Aviation Safety Inspector	Supervisory Program Manager (UAS)	GS	1825	14, 15	CSRS-FERS	FF	S/A	USDI
15-0295/15-0269	Aviation Safety Inspector	UAS Fleet Specialist	GS	1825	11, 12	CSRS-FERS	FF	S/A	USDI
16-0024/16-0025	Supervisory Aviation Training Service Manager		GS	1712	13, 14	CSRS-FERS	FF	S/A	USDI
18-0024/18-0025	Program Analyst		GS	0343	13, 14	CSRS-FERS	FF	S/A	USDI
81-300-1107	Aircraft Pilot		GS	2181	12	CSRS-FERS	FF	P/R	USDI
AS80201-01212	Aviation Management Training Specialist		GS	0301	11	CSRS-FERS	FF	S/A	USDI
AS80201-01214	Aviation Management Training Specialist		GS	0301	11	CSRS-FERS	FF	S/A	USDI
AS80501-C1471	Fixed Wing Specialist (Pilot)	Fixed Wing Specialist	GS	0301	13	CSRS-FERS	FF	S/A	USDI
AS80531-C1476	Fixed Wing Specialist (Pilot)	Fixed Wing/Airtanker Specialist (Pilot)	GS	0301	13	CSRS-FERS	FF	S/A	USDI
AS80541-01212	Aviation Management Training Specialist		GS	0301	11	CSRS-FERS	FF	S/A	USDI
AS80541-01214	Aviation Management Training Specialist		GS	0301	11	CSRS-FERS	FF	S/A	USDI
AS81101-02103	Aviation Management Specialist		GS	0301	12	CSRS-FERS	FF	S/A	USDI
AS81201-02203	Aviation Management Specialist		GS	0301	12	CSRS-FERS	FF	S/A	USDI
HQ0009D	Training Specialist (Aviation)		GS	1712	12	CSRS-FERS	FF	S/A	USDI
HQ0021D	Training Specialist (Aviation)		GS	1712	12	CSRS-FERS	FF	S/A	USDI
HQ0022D	Training Specialist (Aviation)		GS	1712	12	CSRS-FERS	FF	S/A	USDI
HQ0115C	Aviation Safety Inspector		GS	1825	13	CSRS-FERS	FF	S/A	USDI
HQ0152C	Program Analyst		GS	0343	13	CSRS-FERS	FF	S/A	USDI